Position Title : Prospect Research Analyst

Organization : University at Buffalo

AFP-WNY Post Date : 10/23/2020

DEADLINE TO APPLY: 11/15/20

POSITION OVERVIEW

The Prospect Research Analyst is responsible for supporting the University at Buffalo's major and planned gifts prospecting program for individuals, corporations and foundations under the direction of the Associate Director of Prospect Development and Research Services ("Associate Director"). The analyst will work closely with research colleagues and fundraising professionals in implementing a major and planned gifts prospect identification and qualification program. The analyst should be highly skilled at generating qualitative and quantitative data and trend analysis in support of the development and success of fundraising programs. The analyst also is responsible for supporting and coordinating the use of the university's prospect and donor records, both hard copy and electronic, to create analytical research profiles on prospects, to provide analysis of the gift capabilities of those within the donor database and to act as a resource for philanthropy staff. The analyst is expected to respect the confidential nature of the position at all times.

DUTIES AND RESPONSIBILITIES

- Conduct detailed research on select major gift prospects (both individuals and organizations) and compile into well-written and comprehensive profiles.
- Under direction of the Associate Director, set goals, plan and execute a prospect identification and qualification program to support major and planned gifts fundraising initiatives.
- Identify prospects for current and planned gifts with the capacity to make gifts of $50,000 or more by incorporating the use of database segmentation, external resources, peer screening and database screening.
- Determine financial qualification of new major and planned gift donor prospects, both proactively and reactively. This includes interpreting and analyzing complex financial disclosure documents for the purposes of wealth assessment (SEC filings, real property files, financial, and legal disclosures, etc.).
- Take an active role in a prospect tracking and management program, including prospect strategy meetings, gift officer portfolio reviews, routine reports on cultivation activity, and development of solicitation strategies.
- Conduct research on corporations, foundations and grant makers to help identify funding sources for programs and projects within the university.
- Utilize the Advance Web database to support all prospecting activity (to the extent possible), including major and planned gifts, proposal tracking and prospect research, following established standards for prospect information dissemination, organization, storage, maintenance and retrieval.
- Develop meaningful, collaborative relationships with gift officers with the goal of assisting in prospect identification, qualification and strategy. Ensure timely and accurate delivery of prospect data to support gift officers' work.

- Provide timely and accurate information regarding trends in higher education fundraising and fundraising in general to gift officers.
- Remain current with trends in prospect research by attending training sessions, networking with other professionals in the field, participating in professional conferences and subscribing to electronic listservs focusing on prospect research and fundraising issues. Also, become and remain knowledgeable about UB and current events, programs, and academic accomplishments.
- Assist in training current and new gift officers and support staff on prospect management protocols as needed.
- Other duties as assigned.

QUALIFICATIONS REQUIRED

- Bachelor's degree
- Minimum of one-year experience in a research-intensive professional role
- Ability to handle confidential information with tact and discretion and adhere to ethical and confidentiality guidelines of both the university and the Association of Professional Researchers for Advancement (APRA).
- Ability to clearly and convincingly convey information orally and in writing
- Precise attention to detail
- Ability to work independently and as part of team
- Excellent analytical and problem-solving skills
- General knowledge and competency of Microsoft Office programs
- Excellent interpersonal skills
- Experience managing deadline-driven multiple and diverse tasks

PREFERRED EXPERIENCE

- Master's degree
- 1-3 years' experience in a prospect research role for a fundraising operation
- Experience in writing logical, detailed and reports with a high degree of accuracy
- Knowledge of information segmentation utilizing a database

The University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities. The University is dedicated to the goal of building a culturally diverse and pluralistic University community committed to teaching and working in a multicultural environment. UB offers highly competitive salary and benefit packages for its advancement staff.

TO APPLY

For more job information and directions on how to apply, please visit our website at: https://www.ubjobs.buffalo.edu.
Only applications received through UB Jobs will be considered.
Posting # U2000039
Quick link to apply: http://www.ubjobs.buffalo.edu/postings/26718